

NEWPORT BEACH PUBLIC LIBRARY
COLLECTION DEVELOPMENT POLICY

It is the intent of the Board of Library Trustees that the Newport Beach Public Library provide a variety of print and nonprint materials to meet the informational, educational and recreational needs of the entire community.

The Library seeks to provide breadth and depth within the collection, various points of view, and differing formats. The Library endeavors to balance materials of permanent value with those of current interest. Materials are selected based on their content as a whole, not on selected excerpts. Race, nationality, or political, social, moral, or religious views of an author will not affect the selection of materials.

Selection is based on merit of the work; value of the work within the collection; and the needs and interests of the community. Consideration is given to specific types of material; to materials for specific age groups; to materials for special interests of clientele; and to differing formats of materials. These selection criteria will apply equally to materials purchased and to those accepted as gifts.

The selection of materials is made by Library staff. Patrons making requests that items be added to the permanent collection will be referred to the "Request for Book Purchase Form." Suggestions from Library patrons are encouraged and receive serious consideration.

Many items which are not in the collection are available to library patrons, through established interlibrary loan practices. Concurrently, the Library's participation in universal borrowing, established by the California Library Services Act, Article 4, Section 18731, provides Newport Beach Public Library patrons direct access to materials housed in other participating public libraries in Orange County and throughout the State of California.

The Library believes that the use of Library materials is an individual and private matter. All patrons are free to select or reject materials for themselves; they may not restrict the freedom of others to read or inquire. Parents have the primary responsibility to guide and direct the use of Library materials by their own minor children.

In support of the above principles, the Library incorporates the **Library Bill of Rights** as adopted by the American Library Association Council on January 23, 1980, as Attachment I to the Collection Development Policy.

Library patrons with concerns about a specific title in the collection shall be provided with a copy of the Library's "Collection Development Policy" and asked to complete the "Patron's Request for Evaluation" form.

Library staff shall evaluate the material, based on the "Collection Development Policy" established by the Board of Library Trustees. A recommendation shall be forwarded to the City Librarian who shall respond in writing to the patron. Any unresolved concerns shall be referred to the Board of Library Trustees for final decision.

Library patrons requesting specific titles be added to the collection will be provided with a "Request for Book Purchase" form. Library staff shall evaluate the request based on the "Collection Development Policy" established by the Board of Library Trustees. Patron's "Request for Evaluation of Library Resources" form is attached as Attachment II.

[Attachment I – Library Bill of Rights]

[Attachment II – Collection Development Policy]

Adopted - October 22, 1990

Amended - October 28, 1991

Amended - January 24, 1994

Reassigned - April 8, 2003

Corrected (Att. II) – October 10, 2006

Formerly I-16

ATTACHMENT I

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- A. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- B. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- C. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- D. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- E. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- F. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted - June 18, 1948

Amended - February 2, 1961, June 27, 1967, and January 23, 1980 by the ALA Council

ATTACHMENT II

NEWPORT BEACH PUBLIC LIBRARY - COLLECTION DEVELOPMENT POLICY

PATRON'S REQUEST FOR EVALUATION OF LIBRARY RESOURCES

We appreciate your interest in the materials which have been selected for inclusion in the collection of the Newport Beach Public Library. If you have a concern about a specific item, we would appreciate your assistance in addressing the matter. **Please fill out this form and return it to the Site Manager.** The staff will evaluate the material and forward a recommendation to the City Librarian.

Name _____ Date _____

Address _____

City _____ State _____ Zip _____ Phone _____

Resources on which you were commenting:

Book

Audiovisual Resource

Magazine

Content of Library Program

Newspaper

Other

1. Title _____

2. Author/Producer _____

3. What brought this title to your attention? _____

4. Have you seen or heard reviews of this material? _____

5. Please comment on the resource as a whole. _____

6. Please note your **specific** objections. _____

7. What resource(s) would you suggest to provide additional information on this topic?

Please use the back of this form if additional space is needed. Thank you for taking the additional time to complete this form. Your Request for Evaluation will be given careful consideration and a response provided.

Newport Beach Public Library
Newport Beach, California

Corrected - October 10, 2006